



POSITION DESCRIPTION
Service Specialist –Counseling/Transition
Nebraska Department of Education (NDE)

Date: 5/18/2010

Position Title: VR Service Specialist

Pay Grade: 42

Section/Team: VR/Lincoln

Reports to: Rathjen

Prepared By: Pat Bracken

Position Number: 013-51151

Job Code: EDB 603

FLSA Status: Non-Exempt

Positions Reporting to Incumbent: None

PURPOSE: Helps Vocational Rehabilitation (VR) clients achieve employment outcomes through the provision of agreed-upon services; follows established rules, guidelines, practices and procedures, with emphasis on the provision of counseling and transition services.

Essential Functions*

- Provides client orientation
- Arranges job shadowing experiences and informational interviews
- Analyzes and synthesizes client medical, demographic and employment information
- Analyzes client strengths and barriers
- Makes appropriate referrals to community resources
- Provides individualized planning and Individualized Plan for Employment (IPE) development
- Provides information about jobs and their requirements
- Provides transition services to students
- Participates in client staffings
- Provides career counseling
- Uses the electronic case service data system (QUEST)
- Possesses a valid driver's license, travels independently and works in a variety of settings

Other duties and responsibilities

- As assigned

Minimum qualifications

Bachelor's degree in Vocational Rehabilitation, Counseling, Social Work or directly related area. Majors in other disciplines may be considered with a minimum of two years work experience in a professionally related area.

Preferred

- Experience interacting with persons with significant disabilities
- Bilingual in English/Spanish

Knowledge & Abilities

Knowledge

- Formats used in written business communications
- English grammar, spelling, and composition needed for correspondence
- Computer software necessary to carry out job responsibilities
- Types and uses of office equipment
- Office management principles, methods, and procedures

- Established policies, procedures, practices of VR Division and NDE

Abilities

- Interact with persons having significant disabilities.
- Communicate orally and in writing with agency staff and the public
- Establish and maintain effective working relationships
- Understand, interpret, and apply rules, administrative policies, and program guidelines
- Locate and summarize information from files and documents
- Operate office equipment necessary to perform the required duties
- Maintain the confidential nature of information
- Prepare a variety of internal reports and documents
- Convey technical information to individuals with varying levels of knowledge
- Use computer for various job functions
- Assist clients in developing job goals and plans for employment

Fiscal Responsibilities

- Recommends the purchase of goods and services for clients in accordance with established fiscal policies and procedures.

Extent of public contact

- This position requires considerable contact with VR clients, community service providers, employers and the general public.

Working conditions & environment

- Approximately 75% of work time is spent in the office. The remainder of work time is spent in the community.

Examples of Physical Demands

Note: The Nebraska Department of Education will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

Approximately 75% of work time is spent in the office.

Lifting/carrying/pushing/pulling

Occasionally: 15 - 20 lbs.

Frequently: 1 - 5 lbs.

Repetitive Motion					
Use of Hands	Continuous 67-100% of the day	Frequent 34-66% of the day	Occasional 6-33% of the day	Intermittent 1-5% of the day	Less than 1%
Fine Manipulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Simple Grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keyboarding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of Feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples of Other Physical Demands					
Physical Activity	Continuous 67-100% of the day	Frequently 34-66% of the day	Occasionally 6-33% of the day	Intermittently 1-5% of the day	Less than 1%
Stoop/bend	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crouch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Push/pull	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking/standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Nothing in this job description restricts management's right to manage, direct, and assign duties and responsibilities to this job at any time.

04/07

